

## 2012 PDGA International Program Protocol

For all PDGA affiliated countries in Europe, Asia and Oceania, this document outlines the protocol involved in submitting memberships, merchandise orders, tournament information, and payments to the PDGA in 2012, and in resolving any related issues or problems.

This document contains private/confidential information and is not for further distribution. Thank you.

### Memberships:

Please use the PDGA affiliated country membership form to submit your memberships to the PDGA office in batches or groups. Ideally each batch should have 10 memberships or more. Note that the full address and birth date fields must be completed in order for the PDGA to process a player's membership. Email the completed forms to the Memberships Manager at [memberships@pdga.com](mailto:memberships@pdga.com).

Please do not send the same information twice. If you have changes to make to memberships already sent, or more members to add at the last minute before an event, use a new form to send this information.

Contact [memberships@pdga.com](mailto:memberships@pdga.com) whenever you have a membership related problem and they will see that it gets fixed. For example, when a member has not received something from PDGA that they paid for, or when their name is not correct in the PDGA database.

The PDGA processes batches of memberships daily. Once you have sent in a batch of memberships you can expect them to display as current by the following Wednesday. Members can confirm that their membership has been processed by the PDGA office by typing in their last name or PDGA# at [www.pdga.com/members-search](http://www.pdga.com/members-search).

International Members should expect to receive their renewing or new member packages within 2-4 weeks of the PDGA receiving their information. Please send your memberships in quickly once you have collected them as this is good service for your country members and ensures that new players receive credit for all their tournament results.

PDGA merchandise can be ordered any time at [www.pdgastore.com](http://www.pdgastore.com). International players can also pay for their individual membership at pdgastore.com but the prices there are higher than paying in country.

### Event Information for PDGA Tour Calendar:

The preferred method of sending event information to PDGA for listing in the tour calendar at [www.pdga.com](http://www.pdga.com) is as follows:

Send the following in an excel file for as many of your 2012 events as possible, to [office@pdga.com](mailto:office@pdga.com) :  
Date(s), tier, name of event, city/town, country, TD first name, last name, PDGA#, phone, email, event website.

When the event has been listed in the calendar the TD will be emailed a pdga.com password and instructions for posting lists of registered players, the course layout(s) and the unofficial event scores which enable the preliminary player ratings to be calculated. For more information on posting players lists and unofficial results please contact [office@pdga.com](mailto:office@pdga.com).

The 2012 PDGA International Sanctioning Agreement is required of EuroTour events only. For all other PDGA Europe & International events the sanctioning agreement is optional. All PDGA International event TDs are required to know and to uphold the 2011 PDGA Rules of Play.

### Event Reports:

Please use the 2012 International TD Report form provided to submit completed event reports to [bhoeniger@pdga.com](mailto:bhoeniger@pdga.com). These reports are reviewed for completion and correctness of information prior to official entry into the database.

EuroTour Series events should also copy the EuroTour Manager Paul Francz at [manager@pdga-europe.com](mailto:manager@pdga-europe.com). Once a report has been reviewed and finalized the PDGA will email the TD and the Country Coordinator a final copy for their records.

Official results are updated when the PDGA office processes batches of event reports into the database. This is done about 30 times per year. Official PDGA player ratings are calculated and updated 6 times a year by the PDGA Ratings Committee.

Any questions and issues regarding a specific event report and/or its player results and information should be sent to [bhoeniger@pdga.com](mailto:bhoeniger@pdga.com).

## Payments:

### A. All International payments to PDGA, excluding EuroTour Series events:

Please use the Country Payment Tracking Form provided to keep an ongoing record of your country's account with PDGA. Send an updated copy of the form to [office@pdga.com](mailto:office@pdga.com) whenever you make a payment to PDGA memberships, event sanctioning, and any other services purchased on a quarterly basis (every 3 months). This system will improve tracking and reporting and will simplify the workload of the office in managing the international finances.

Countries can make payments to PDGA by the following methods:

1. PayPal sent to [pdgapaypal@pdga.com](mailto:pdgapaypal@pdga.com). This is the preferred and the easiest method. Please indicate what you are paying for by typing the details in the "message from sender" box, for example, "Finland Memberships Batches 1, 2 & 3," or "Sanctioning 7 Australia C Tier events."

2. By wire transfer from your bank to the PDGA's bank:

Bank Name: Georgia Bank & Trust  
Bank Address: 627 Ronald Reagan Drive, Evans GA USA 30809  
Bank Routing #: 061104314  
Name of Account: Professional Disc Golf Association (PDGA)  
Account #: 0501020934  
Account Mailing Address: 3828 Dogwood Lane, Appling GA USA 30802

Note: In USA the Routing & Account numbers are used in place of the IBAN system used in Europe.

3. The country memberships form allows you to pay by credit card. Several countries are doing this without problem. However sending your credit card details over the internet is not always safe. If you are uncertain about this, then you may wish to phone in your credit card details to PDGA Headquarters at (706) 261-6342 or use Paypal or wire transfer instead.

### B. EuroTour Series events ONLY:

Submit payments in Euros, including the sanctioning fee (€100 per event), and the EuroTour player fees (€5 per player), to the PDGA EuroTour Manager:

Bank Name & Address: BEKB, CH-4710 Balsthal, Switzerland  
Account #: 16 257.824.9.89  
Account Name: Paul Francz, PDGA Europe, CH-4710 Balsthal  
IBAN: CH50 0079 0016 2578 24989  
Swift: KBBECH22  
BC: 790  
Account Currency: Euro

## Questions:

Please send any questions regarding the 2012 PDGA International Program protocol to [bhoeniger@pdga.com](mailto:bhoeniger@pdga.com).

Thank you!

Brian Hoeniger  
PDGA International Director  
1/1/2012